S E C R E T

INSTRUCTION NO.
LI 45-2

LI 45-2
LOGISTICS
September 1967

SUBJECT: Administrative, Housekeeping and Janitorial Supplies for
General Issue through the Logistics Services Division

RESCISSION: LI 45-2 dated 29 March 1962

1. PURPOSE

This instruction establishes policy concerning procurement of standard

administrative, housekeeping and janitorial expendable supplies by the

Logistics Services Division from the General Services Administration

(GSA) Federal Supply Service (FSS), Region 3. This instruction has

no application to GSA procurements by the Supply Division for depot

stock.

2. POLICY

a. Materiel procured through this source is for use by Headquarters

components of the Agency.

b. Items procured are limited to those stock items listed in the Agency

Administrative Supply

Catalog that are in the GSA Stores Stock.

c. Quantities ordered will be based on Economic Order Quantities

~~established by issue experience,~~ in consonance with GSA standard

units of issue. Each requisition will allow for an approximate

delivery period of 30 days from the time the requisitions reach

GSA.

> GROUP I
> Excluded from automatic
> downgrading and
> declassification

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d. Availability of funds for each requisition must be certified.

e. Contact with GSA regarding procurement matters may be made only by the Supply Division.

f. The GSA Interagency Retail Stores may be utilized for the procurement of slow moving items or for emergency replenishment of small quantities of fast moving items. Such purchases will be made on a cash and carry basis.

3. RESPONSIBILITIES

a. LOGISTICS SERVICES DIVISION/OL

   (1) Establish reorder levels for all expendable items maintained for general issue through the Building Supply Branch, (OL/LSD/BSB).

   (2) Examine issue and replenishment activity at least every six months to determine significant trends.

   (3) Assign appropriate debit and credit vouchers numbers within the series furnished by the Supply Division annually.

   (4) Submit vouchered requisitions (Form 88 and if necessary 88a) or their replacement, direct to OL/EO/BFB for certification to the availability of funds.

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(5)   Maintain master credit voucher files for each transaction,

(4) above.

(6)   Receive materiel and furnish completed Receiving Reports

(see 3.c.(1)(b) below) on a timely basis to OL/SD/CD/SCB

for processing through the FPA system, and, OL/SD/~~SMB/IDSS~~ CCDB

for reconciliation of payments.

(7)   Report discrepancies to OL/SD/CCDB in accordance with

Logistics Instruction (LI) 45-6.

b.   EXECUTIVE OFFICE, BUDGET AND FISCAL BRANCH (OL/EO/BFB)

(1)   Review and attest to the availability of funds for each

requisition.

(2)   Forward requisitions to OL/SD/SMB/IDSS.

c.   SUPPLY DIVISION/OL.
(1)   Stock Management Branch, General Materiel Management Section (OL/SD/SMB/GMMS)

(a)   Develop and update, as required, Economic Order Quantity

Tables designed for OL/LSD/BSB application.

(b)   Identify all items to be issued by OL/LSD/BSB.

(c)   Produce the Administrative Supply Catalog for use by

OL/LSD/BSB and its customers.

(d)   Furnish guidance in matters related to Inventory Management.

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(b)   Prepare a Receiving Report (9 part set) for each

single line item purchase order *for completion*
by OL/LSD/BSB upon receipt of the applicable it.,

(c)   Forward to OL/LSD/BSB a listing of requisition numbers

cross referenced to the applicable voucher number and

a copy of each purchase order and receiving report

(9 part set) paragraph 3.c.(2)(a) and (b) above.

(3)   Central Control and Distribution Branch (OL/SD/CCDB).

(a)   Annually assign a series of Debit and Credit voucher

numbers to OL/LSD/BSB.

(b)   Resolve discrepancies reported by OL/LSD/BSB.

(c)   Reconcile mismatched payments reported by the Office of

Finance.

25X1A   (4)   [   ] Stock Control Branch (OL/SD/CD/SCB)

Process receiving reports forwarded by OL/LSD/BSB

through the FPA system and maintain debit voucher files

for such reports.

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4. GENERAL

Divisions concerned shall prepare internal instructions deemed

necessary for the implementation of this instruction.

XE71Sh. 9/27/69

George E. Meloon
Director of Logistics

CONCURRENCE: (IN DRAFT)

LSD/OL

CCDB/SD/OL

SMB/SD/OL

25X1A

'9/5/67

/10/6/67

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

LI 45-2

FROM:			EXTENSION	NO.
Chief, Supply Division, OL				DATE

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. CCDB/SD/OL (Para 3.c.(2))	10/9	10/9		For concurrence or comment specifically on the paragraphs indicated for each component.
2. SMB/SD/OL (Para 3.c.(1))	10/2	10/2		
3. CD/SD/OL (Para 3.c.(3))	10/5/67			
S. LSD/OL		28 Nov 67		
4. OL/B&F		10/10/67		paragraph 3.b. 5 to 6: Proposed revision to LI 45-2 clearly defines current LSD procedures; however, future changes for consideration are direct procurement to GSA and charge plate as well as cash plate capability.
C/SD/FSB				2.F A 3.b. changed to cover both charge and cash purchases. 11/30/67
7.				
8.				
9.				
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11.				
12.				
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